

Office of the General Counsel  
Division of Operations-Management

MEMORANDUM OM 11-01

October 1, 2010

TO : All Regional Directors, Officers-in-Charge,  
and Resident Officers,

FROM : Richard A. Siegel, Associate General Counsel

SUBJECT: Oversight and Management of the Usage of POV and Leased Vehicles

OM 03-98 announced steps to be taken in order to ensure proper oversight and management of the GSA leased car program in the Field. Pursuant to the Inspector General's Audit of Agency Leased Vehicles, (OIG-AMR-38-03-01), the Agency agreed to evaluate leased vehicle utilization on an annual basis and eliminate vehicles that do not meet the minimum guidelines as set forth in OM 03-98. OM 05-04 announced the annual review of all Regional/Subregional offices' utilization of each leased vehicle in their possession. Pursuant to OM 05-04, each Region should complete and return, via e-mail, to Deputy to the Assistant General Counsel Beth Tursell by November 14, 2010, the attached survey for each vehicle in the Region's possession. In the event a Region is unable to justify keeping a vehicle, the vehicle must be returned to GSA by January 15, 2011.

In order to keep track of the Agency's fleet of GSA vehicles, Regions should notify Fleet Manager Michael Havas of the Facilities and Property Branch each time a GSA vehicle is turned in for a different vehicle. The Region should provide the make, model, year and vehicle identification number of both the vehicle being returned and the replacement vehicle. Whenever possible, Regions should be requesting hybrid or alternate fuel vehicles to replace vehicles being returned.

OM 05-04 also announced a review of the use of POVs for official travel and leased vehicle usage, and reports on operator packets maintenance from eleven, randomly selected Regional/Subregional Offices. Regions will be notified by a separate e-mail if they have been randomly selected to submit these records for FY 2010. If you have any questions regarding this matter, please feel free to contact DAGC Beth Tursell or myself.

/s/  
R. A. S.

cc: NLRBU

MEMORANDUM OM 11-01

SURVEY OF LEASED VEHICLES

REGION \_\_\_\_\_

For Fiscal Year Ending September 30, 2010

Vehicle 1: Make \_\_\_\_\_ Model \_\_\_\_\_ Tag # \_\_\_\_\_

VIN # \_\_\_\_\_ Location of vehicle: \_\_\_\_\_

Vehicle is a (check appropriate type): \_\_\_\_\_ Hybrid \_\_\_\_\_ Alternate Fuel \_\_\_\_\_ Gas driven

Miles driven during the last fiscal year:

1<sup>st</sup> Q \_\_\_\_\_ 2<sup>nd</sup> Quarter \_\_\_\_\_ 3<sup>rd</sup> Quarter \_\_\_\_\_ 4<sup>th</sup> Quarter \_\_\_\_\_

This vehicle is justified based on the mileage standard (3,000 miles per quarter or 12,000 miles per year) \_\_\_\_\_ Yes \_\_\_\_\_ No (if no, please continue)

Alternative #1 Usage

Listed below is the number of days during the last fiscal year this vehicle was used substantially:

Oct '09 \_\_\_\_\_ Nov '09 \_\_\_\_\_ Dec '09 \_\_\_\_\_ Jan '10 \_\_\_\_\_

Feb '10 \_\_\_\_\_ Mar '10 \_\_\_\_\_ April '10 \_\_\_\_\_ May '10 \_\_\_\_\_

June '10 \_\_\_\_\_ July '10 \_\_\_\_\_ Aug '10 \_\_\_\_\_ Sept '10 \_\_\_\_\_

This vehicle is justified based on the usage standard (8 days a month on average)

\_\_\_\_\_ Yes \_\_\_\_\_ No (if no, please continue)

Alternative #2 Other criteria

Attach a memo outlining the criteria the Region is relying on to justify the utilization of the vehicle. (See OM-98).

This vehicle is justified based on the other standard:

\_\_\_\_\_ Yes \_\_\_\_\_ No (if no, please take the necessary steps to return this vehicle)

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of individual completing survey

\_\_\_\_\_  
Telephone number